

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



December 30 1975

ALL-COUNTY LETTER NO. 75-270

TO: ALL COUNTY WELFARE DIRECTORS
WELFARE FISCAL SUPERVISORS
COUNTY AUDITORS
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY ADMINISTRATIVE EXPENDITURE CLAIM

REFERENCE:

Effective with the October - December 1975-76 quarter, the County Welfare Department Administrative Expense Claim has been revised to conform to the Title XX Social Service fiscal requirements. Many of the Administrative Expense Claim forms have been updated to include the new Title XX Social Service categories and to reflect other claiming modifications as contained in the attached claiming instructions.

The following Administrative Expense Claim forms are to be used to complete the December 1975-76 quarter claim:

<u>Form</u>	<u>Revision Date</u>
DFA 47	10-75
DFA 323	12-75
DFA 325.1	7-75
DFA 325.2	7-75
DFA 325.2A	10-75
DFA 325.3	10-75
DFA 327.1	10-75
DFA 327.2	10-75
DFA 327.3	10-75
DFA 327.4	10-75
DFA 327.5	10-75
DFA 327.6	10-75
DFA 327.7	10-75
DFA 327.8	7-75
DFA 327.9	10-75
DFA 403	10-75
DFA 394	10-75
DFA 396	10-75
DFA 419	12-74

You have already received the time study summaries, DFA 47 and DFA 323. The remaining Administrative Expense Claim forms will be sent to you by the end of December. If you do not receive any of the above revised forms or if you have any questions on the following material, please contact Ernie Van Sant or Laura Williams at (916) 445-7046.

Sincerely,

Kyle S. McKinney
GARY G. ADAMS *for*
Deputy Director

Attachment

cc: CWDA

The following material contains fiscal claiming instructions effective with the December 1975-76 quarter. Included are claiming instructions for Emergency Shelter Care costs, WIN costs, Staff Development costs, Social Service direct costs, Adoption Program costs, and Eligibility/Non-service functions. Claiming instructions for Title IV-D Child Support costs were included in All-County Letter No. 75-265.

1. Emergency Shelter Care

Emergency Shelter Care provided under Title XX is limited to 14 consecutive days for a total of 30 days within a 12-month period. Emergency Shelter Care may also be provided for a maximum of 14 consecutive days under Title IV-B in accordance with Division 10-530.12 of the Operations Policies and Procedures Manual. However, counties may not claim for fourteen days of Emergency Shelter Care under Title XX and immediately claim for additional days for the same case or recipient under Child Welfare Services, Title IV-B. Emergency Shelter care provided in excess of 14 consecutive days is to be charged to the county General Relief Program.

The cost of Emergency Shelter Care is to be prorated and charged to the category of recipients. Please refer to Fiscal Manual Section 25-835 for the methodology to be used. However, costs are now to be distributed between the categories AFDC, SSI/SSP, Income Eligibles, MNO, Without Regard to Income, CVS, and GR. In order to charge Emergency Shelter Care costs to any of the Title XX categories other than Without Regard to Income (AFDC, SSI/SSP, Income Eligible, MNO), the recipients must be determined eligible according to Title XX Social Services eligibility criteria.

2. WIN

A. SAU

Some counties have transferred their WIN-Separate Administrative Units (SAU) from the EDD offices back into the County Welfare Department offices. Thus, as indicated in All-County Letter No. 75-251, overhead costs for those WIN-SAU units, located in the County Welfare Departments, will be allocated to the WIN Program. SAU units colocated in EDD offices are not to be allocated overhead costs.

Salaries for all SAU units colocated in EDD offices are still to be direct charged. SAU salaries direct charged on the DFA 325.3 are to be identified to one of the following categories and labeled accordingly:

- a. SAU-WIN - colocated at EDD
- b. SAU-AFDC - colocated at EDD

The salaries of all SAU workers located in the CWD are to be included on the DFA 325.1, Group I A, Allocable Social Services salary pool. However, the SAU is to remain a separate unit from other Social Service workers. Only an SAU worker may record time to the WIN program.

B. WIN Incapacity Medical Exams

As stated in All-County Letter No. 75-149, the costs for medical examinations to determine incapacity of AFDC-FG recipients for employment registration are eligible for 100 percent federal financial participation (FFP) from the Department of Labor. These expenditures and the number of examinations performed are to be direct charged on the Administrative Expense Claim on the DFA 325.2, Group III A 2, and labeled as "Incap. Med. Exams." These expenses will be added to the total WIN costs on the DFA 327.1, Column 6, Line H and transferred to the Social Services Fund Distribution Report page.

C. Child Care

All-County Letter No. 75-210, issued October 3, 1975, stated that the maximum reimbursement level for WIN Child Care for children two years or older is an average of \$1.05 per child/hour or actual program cost, whichever is less. It was also stated that the maximum reimbursement rate for children under two years of age is an average of \$1.25 per child/hour or actual program cost, whichever is less. Effective July 1, 1975, these rates were changed to:

- (1) For children two years of age or older, reimbursement is available at \$1.14 per child/hour or actual program cost, whichever is less.
- (2) For children two years of age or younger, reimbursement is available at \$1.35 per child/hour or actual program cost, whichever is less.

The reimbursement rate per child/hour is no longer computed by an averaging method. The reimbursement rates apply to each case.

D. WIN Funding

The funding ratios for WIN Program costs are as follows:

- (1) WIN-SAU - 90 percent federal, 10 percent county
- (2) Incap. Med. Exams - 100 percent Federal Department of Labor

- (3) WIN-Child care - 90 percent federal, 6.75 percent state, 3.25 percent county.

3. Staff Development

There have been several changes in claiming procedures for staff development costs.

In order to claim the salaries of employees participating in staff development against 75 percent FFP staff development funds, the employee must be in staff development training for a minimum of eight consecutive weeks. This is an increase from the previous requirement of four consecutive weeks. In addition, staff development costs are now being allocated between Social Services and Eligibility/Nonservice AFDC. The modification for this breakout is contained on the DFA 325.2A of the Administrative Expense Claim.

The FFP rate for staff development costs identified to either Social Services or Eligibility/Nonservice remains at 75 percent. These costs are not applied against County Social Service or Eligibility/Nonservice allocations.

4. Social Service - Direct Costs, Purchase of Service

Individual purchase of service agreements should be claimed under operating costs (Group III A 2) on the DFA 325.3. This includes individual Homemaker/Chore agreements, emergency shelter care for a home with up to six beds, or other individual agreements. All amounts claimed under Purchase of Services (Group III A 3) on the DFA 325.3 must be from contracts which have prior approval under an assigned number, by the Department of Health, Services Resources Control Unit. This includes services purchased under agreements with other units of county government.

A slight revision has been made to Social Services Letter 75-10 regarding purchase of service agreements. In order to conform to new Title XX regulations (CFR 45-228.70), the Department of Health, Services Resources Control Unit, must review and approve the contract format (and all major variations) for all individual contracts. They will not be reviewing each individual contract, just the standard form. They will assign a claiming number for all individual contracts claimed under a specific program (Homemaker, CPS, etc.). This will be effective for the third-quarter (March) FY 1975-76 claim.

Agency contracts (all contracts except those with individuals as defined in paragraph 1) which do not exceed \$3,000 are not subject to the competitive bidding requirement. The contracts, however, must abide by all other sections of Social Service Letter 75-10, and be reviewed and approved by the Department of Health.

If there are any questions concerning Department of Health contract approval, please contact Barbara Mason at (916) 445-2174.

5. Adoptions

Travel by Adoption Agency personnel within the state will be claimed as any other travel on the DFA 325.1. For out-of-state travel, prior approval is required from the Adoption Services Section Consultant for your county at (916) 445-7964. If approval is granted, the costs may be direct charged to the Adoptions Program on the DFA 325.3.

Adoption Program costs have been transferred on the Administrative Expense Claim from the Eligibility and Nonservice, Nonfederal Fund Distribution Report (DFA 327.7) to the Social Services Fund Distribution Report (DFA 327.6). The funding remains 100 percent state.

6. Time Study Summaries

A copy of the DFA 47, Social Service Worker Time Study Summary, DFA 323, Eligibility Worker Time Study, and DFA 327.8, Child Support Time Study Summary are to be sent to Department of Benefit Payments as soon as completed. They are to be sent to:

Department of Benefit Payments
Accounting Bureau, M.S. 13-70
744 "P" Street
Sacramento, CA 95814

In addition, the original of each of the time study summaries is to be submitted with the Administrative Expenditure Claim.

7. Eligibility Time Study - DFA 43

On the DFA 43, Eligibility Worker Time Study, issued December 1975, the line for the county name has been omitted. Counties are to type in their name on the top of the page.

Instructions on the back of the DFA 43 say to record paid holiday time as nonallocable. This is incorrect. Only individual holidays such as floating holiday are to be recorded as nonallocable. Countywide holidays such as Labor Day, Thanksgiving and Christmas are to be considered as a nonworking day the same as a weekend. No employee time is to be shown on the time study for countywide holidays.

8. Food Stamp Quality Control

As stated in All-County Letter No. 75-243, the Food Stamp quality control review functions will be assumed by Department of Benefit Payments, effective January 1, 1976. The last required sample to be completed

by county staff will be for the month of December 1975. Thus, funding for county Food Stamp quality control functions will be discontinued after March 31, 1976. The Quality Control, Non-assistance Food Stamp category will be omitted from the April - June 1976 quarter claim.

9. Food Stamp Outreach

This is a reminder that the salary for the county Food Stamp Outreach Coordinator is to be shown as a direct charge, Eligibility/Non-service, DFA 325.2 Group III B. This staff member's salary is not to be included in Group I B, Eligibility salary pool, nor is their time to be included on the DFA 323, Eligibility Time Study Summary.